



Curriculum Administrator	
Reporting to:	PA to the Vice Principal (Curriculum and Quality)
Working Hours:	08.30 to 17:00 Monday to Friday
Annual Leave:	26 electable days plus bank holidays and up to 5 efficiency days (pro rata)

### Job Purpose

To support the Curriculum Managers and their Team with general administration as directed by the PA to Vice Principal Curriculum.

### Duties and responsibilities of the job

#### 1. Main Duties

a. Communication with teachers about absentees and calling students and parents who are absent that day
b. Tracking/logging student concerns on Pro Monitor
c. Checking Student SMART targets have been completed / and timely manner
d. Weekly attendance report downloaded and shared with each tutor if required
e. Follow up queries from parents over the phone or via email
f. Feedback to Programme Manager or Curriculum Manager regarding student concerns
g. Delivering difficult / sensitive information over the phone
h. General administrative support as directed, continually look for smarter ways of working and work collaboratively with teams across the College
i. Maintaining audit ready records

## 2. Quality Improvement

a. To ensure that all decisions and actions are made at the appropriate level within the College
b. To work to ensure continuous quality improvement and service excellence. To contribute towards achievement and maintenance of relevant quality standards

## 3. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience

### Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our learner-focussed values, equality of opportunity and parity of esteem for staff and learners.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Experience in a high-volume customer service related environment, with demonstrable commitment to providing excellent customer service
b. Proven experience of achievement of target-focussed outcomes in a busy office environment
c. Previous experience handling and processing confidential / sensitive information
d. Team working skills
e. Excellent communication, persuasive powers and tenacity
f. Experience of organising a busy workload with sometimes conflicting priorities to meet deadlines
g. Flexible approach to work hours to meet College needs
h. Excellent organisational and decision-making skills
i. Excellent IT skills including Microsoft office
j. Adaptable and flexible, with the ability to learn new skills quickly

k. Confident in diary management

## CONDITIONS OF EMPLOYMENT

### Working Hours

Working hours are 08.30 to 17:00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days (pro rata) as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

### Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal